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Assistant Executive Director

16 April 1947

THRU : Asst. Director for Collection and Dissemination
Advisor for Management, ICAPS

Increase in T/O and Personnel Ceiling for OOD Collection Branch

1. An increase in the Table of Organization and personnel ceiling for the Office of Collection and Dissemination of a total of three additional positions to meet a requirement specified in the attached memo from OOD dated 10 April is recommended.

2. The recommendation that each of these three positions be established at P-4 grade is not concurred in. Currently every professional position authorized by the Office of Collection and Dissemination is in grade P-4 or higher. The Procurement Division of the Collection Branch, for which these additional grades are requested, is now authorized one P-7, two P-6's, two P-5's, and two P-4's. To establish a more equitable spread of the grades, it is recommended that the three positions requested be established as one P-4 and two P-3's. It is my opinion that the P-3 grades recommended can be suitably filled, either for the new liaison positions or by a rearrangement of position responsibilities within the Procurement Division of the Collection Branch.

3. When final action has been taken, request---

a. That these papers be sent to the Executive for P&A with instructions to---

- (1) Issue an authorization for ceiling increase for the Office of Collection and Dissemination (less Security Branch) to a total of 63 for the quarter ending 30 June 1947, and a total of 73 for each quarter thereafter through 30 June 1948.
- (2) Establish the additional positions with the Civil Service Commission.
- (3) Inform OOD that the additional grades are tentative only pending Civil Service Commission action, and that employment to fill them should, if possible, be initially one grade lower.
- (4) Notify the Advisor for Management of the action taken on the above recommendations.

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Colonel, no ASD BY: *[Signature]*

Attachment

Memo fr OOD dtd 10 Apr w/ Tab A

LTS/mc

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